

Dear Dischargers,

In order to ensure a more efficient processing of your DMRs, and to minimize issues and problems we have found in the past, and more importantly to prevent unnecessary **violations**, we are sending you an updated set of instructions that we need you to follow. If you need more assistance on any of these instructions please contact us by phone or email.

1. ALL DMRs need to be submitted by hard copy through the mail with the original wet signature to one of the below mailing addresses (we have added the NPDES Unit room # to ensure all DMRs come directly to us and are not redirected to another unit):

**Standard Mail:**

Division of Water Quality  
NPDES Unit, 15-35A  
Attn: DMR Processing Center  
P.O. Box 100  
Sacramento CA 95812-1000

**FedEx/ UPS/ Other Private Carriers:**

Division of Water Quality  
NPDES Unit, 15-35A  
Attn: DMR Processing Center  
1001 I Street, 15<sup>th</sup> Floor  
Sacramento, CA 95814

2. Mail ONLY ONE copy of your DMRs (no need for duplicates)
3. Self Monitoring Reports (SMRs), which are different from DMRs, **DO NOT** need to get mailed to the DMR Processing Center (State Water Board). These SMRs only need to be submitted to the corresponding Regional Boards as you normally do. At times, however, we get copies of the SMRs that get submitted to the Regional Board, but we do not need them at the State Water Board. Please update your procedures so that only DMRs are sent to the State Water Board and only SMRs are sent to the Regional Board.
4. When sending emails to [DMR@waterboards.ca.gov](mailto:DMR@waterboards.ca.gov) please always write the permit number (CA#####) in the Subject line so we can quickly identify what facility it relates to.
5. If you generate your own forms, please make sure they match the original DMR forms **EXACTLY** (this includes having the monitoring dates in the correct format MM/DD/YYYY, using the same units indicated in the original DMR but if you

change your units i.e. mg/L to µg/L then add the corresponding unit code of 28 in the form itself in the blank field above the unit, and finally ensure parameter numbers are arranged numerically as in the original DMR form and are accurately copied)

6. Double check forms for correct monitoring dates, correct discharge number, quantity and concentration values, and that all required data fields have been filled with either a data value or an applicable NODI code. **Leaving any field empty will create a non-reporting violation.**
7. Make sure you include on your monthly submittal all the corresponding DMRs with the same monitoring period end date for that month (even if there was no discharge you still need to submit the form with the appropriate NODI code on the top right side of the first page).
8. Upon receiving updated DMRs due to a Permit renewal, please review the updated DMRs and let us know if you find any discrepancies between your permit requirements and what the DMRs require. In your submittal of discrepancies, please include the Permit number and Regional Board Order number.
9. **IT IS VERY IMPORTANT THAT** if contact information for your facility changes to please notify us IMMEDIATELY through email with the new contact name, phone # and appropriate email address. This way we can update our records and ensure future DMRs, notifications of missing DMRs, updated DMRs, etc, will be received.

Contact Information:

DMR Processing Center  
Phone: 916-319-9152  
Fax: 916-324-6684  
[dmr@waterboards.ca.gov](mailto:dmr@waterboards.ca.gov)